How To Batch Post Purchasing Transactions

Here are the steps on how to batch post transactions using the Batch Posting screen shown above:

- 1. Click Purchasing (A/P) from the main menu and click on Batch Posting under Activities list to open the screen.
- 2. Since the screen is opened under Purchasing module, transactions will be filtered by default by Voucher, Payable and Debit Memo transaction

ŵ١	Home	iRely LLC	
	Dashboard System Manager	Purchasing (A	(P)
P	Common Info	Activities	Batch Posting
Ģ,	General Ledger	Purchase Orders	Post Post Preview Close
Π.	Financial Reports	Vendor Contact List Vouchers	Details
Π.	Cash Management	Voucher Batch Entry	Batch No BATCH-4171
Р,	Credit Card Recon	Pay Vouchers Pay Voucher Details	☑ Select All
П.	Inventory	Process Payments	X Transaction Type V Equals V Voucher
P	Purchasing (A/P)	Batch Posting	X Transaction Type Y Equals Y Payable X Transaction Type Y Equals Y Debit Memo
₽ :	Sales (A/R)		Date Transaction Type Transaction ID Total Amount Invoice Number

- If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, the transactions created by other users will NOT be displayed on the grid. See How to Set User to Only Post Transactions they Created in Users Screen
- Select the transactions you want to post and then click Post button. Batch Posting Details screen will open showing if selected transaction failed or is successfully posted.

Here are the steps on how to batch post transactions using the Batch Posting screen shown above:

- 1. Expand Purchasing menu and click on Batch Posting to open the screen.
- Since the screen is opened under Purchasing module, transactions will be filtered by default by Voucher, Payable and Debit Memo transaction type

- Purchasing	Batch Posting	~ 🗆
Purchase Orders	Post Recap Close	
Voucher Batch Entry		
Vouchers	Details	
Recurring Transactions	Batch No: BATCH-367	
Batch Posting	☑ Select All □ Clear All Q. Open 盟 Layout Q. Filter Records (F3)	🗙 Clear All Filte
Pay Vouchers	X Transaction Type v Equals v Voucher	
	X Transaction Type V Equals V Payable	
	X Transaction Type v Equals v Debit Memo	
	Date Transaction T., Transaction ID Amount Vendor Invoice N., Vendor Name User Name	Description
Import Vouchers from Origin	01/27/2016 Voucher BL-87 200.00 INV-21 CC Jitters irelyadmin	Description
	01/27/2016 Voucher BL-86 100.00 INV-20 Cracked Mug irelyadmin	
	01/27/2016 Voucher BL-79 300.00 CC Jitters irelyadmin	
	01/27/2016 Voucher BL-78 150.00 Cracked Mug irelyadmin	
Reports	01/27/2016 Voucher BL-77 200.00 CC Jitters irelyadmin	
	01/27/2016 Voucher BL-76 100.00 Cracked Mug irelyadmin	
	01/27/2016 Payable PAY-49 23.75 CC Jitters irelyadmin	
	01/26/2016 Payable PAY-43 47.50 CC Jitters irelyadmin	
	01/26/2016 Payable PAY-42 9.50 CC Jitters irelyadmin	
	01/26/2016 Payable PAY-41 95.00 CC Jitters irelyadmin	
	01/26/2016 Payable PAY-39 20.00 Cracked Mug irelyadmin	
	01/26/2016 Payable PAY-38 141.75 Cracked Mug irelyadmin	
	01/26/2016 Payable PAY-32 135.00 Cracked Mug irelyadmin	
Logistics		
	(?) 🛱 🖓 🖂 Ready	

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If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See How to Set User to Only Post Transactions they Created in Users Screen

 Select the transaction and then click Post button. Batch Posting Details screen will open showing if selected transaction failed or is successfully posted.

	Posting										^	□ ×
Post	Recap Clo	se										
Deta	ils											
Batch	No: BATC	IH-367										
	Select All	Clear All Q. Ope	n BB La	ayout Q	Filter Records (F3)						🗙 Clear All F	Filters
				Voucher							~	
	Transaction	Type 🗸 Equals	~	voucner								
×	Transaction	Type 🗸 Equals	~	Payable								
×	Transaction	Type 🗸 Equals	~	Debit Men	no							
	Date	Transaction T	Transac	tion ID	Amount	Vendor Invoice N	Vendor Name	User Name	Descriptio	on		
	01/27/2016	Voucher	BL-87		200.00	INV-21	CC Jitters	irelyadmin				<u>^</u>
~	01/27/2016	Voucher	BL-86		100.00	INV-20	Cracked Mug	irelyadmin				
	01/27/2016	Voucher	BL-79		300.00		CC Jitters	irelyadmin				
	01/27/2016	oucher	BL-78		150.00		Cracked Mug	irelyadmin				
_		Batch Posting Det	ails						- - ×			- 1
	01/27/2016	Close										- 1
	01/27/2016	Close										- 1
	01/26/2016	Details										- 1
	01/26/2016	Q Open 🔠 Lay	out (G Filter Re	ecords (F3)							- 1
	01/26/2016	Record No			Description							- 1
	01/26/2016	BL-79			Unable to post. Vendor	r order number is mis	sing.					
	01/26/2016	BL-86			Transaction successful							
	01/26/2016	BL-87			Transaction successful	ly posted.						
	01/26/2016											
	01/25/2016											-
0		Posted = 2 Faile	d = 1									
\odot	e 4 4	⑦ Ø Ø Rea	ady									

Here are the steps on how to batch post transactions using the Batch Posting screen shown above:

- 1. Expand **Purchasing** menu and click on **Batch Posting** to open the screen.
- 2. Since the screen is opened under Purchasing module, transactions will be filtered by default by **Bill**, **Payable** and **Debit Memo** transaction type.

Purchasing	C Batch Posting	* 🗆 X
🏹 Purchase Orders		
🏹 Bill Batch Entry		
📝 Bills	Post Recap Close	
Recurring Transactions	Batch No: BATCH-6176	
Batch Posting	*	
🍃 Pay Bills	Ver Select All 🔲 Clear All 🔍 View 🖶 Layout - 🍸 Filter Records (F3)	Clear All Filters
🏹 Pay Bill Details	🗢 Transaction Type 🝸 Equals 🝸 Bill	
🏹 Print Checks		
🏹 Paid Bills History	Cartansaction Type Y Equals Y Payable	
🏹 Vendor Expense Approval	Transaction Type Y Equals Y Debit Memo	
🍃 Import Bills from Origin	Date Transaction Type Transaction ID User Name Description	
Vendors		
Open Payables		î
📄 Vendor History	01/26/2016 Bill BL-1337 irelyadmin	
Cash Requirements	01/13/2016 Bill BL-1334 irelyadmin	
📄 Check Register	01/07/2016 Bill BL-1333 admin	
AP Transactions by GL Account	01/05/2016 Bill BL-1317 admin	
Cales Sales	01/05/2016 Bill BL-1318 admin	
🚞 Contract Management	01/05/2016 Debit Memo DM-81 admin	
Cogistics	01/05/2016 Debit Memo DM-82 admin	
Transports	D1/04/2016 Bill BL-1324 admin	-
	🔞 😒 💡 😥 Ready	

If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See How to Set User to Only Post Transactions they Created in Users Screen

 Select the transaction and then click Post button. Batch Posting Details screen will open showing if selected transaction failed or is successfully posted.

Batch Posting							(2)
Post Recap	Close						
	TCH-6176						
					1 (==)		
		🔍 View 🖷 I		-	ds (F3)		🤤 Clear All Filt
Transactio	n Type 🍟	Equals	*	Bill			
😑 Transactio	n Type 👻	Equals	~	Payable			
😑 Transactio	n Type 👻	Equals	~	Debit Memo			
Date	Trans	action Type	Tra	nsaction ID	User Name 🔺	Description	
01/26/201			BL-	1338	irelyadmin		
01/26/20	6 Bill			-1337	irelyadmin		
01/1 01/0 01/0	Batch Posting) Details					
01/0 Clo							
01/0	View 💾	Layout 🔹 💡	Filter	r Records (F3)			
01/0	Record No)		Description			
01/0				Transaction succe			
12/3	BL-1338			Transaction succe	essfully posted.		
12/3							
12/3							
12/3							
12/3							
2 0 Pos	ted = 2 Fa	ailed = 0					
	😟 🏆 Re	eady					

Post Recap Close Post Detail Select which Batch Post Type you want and then choose a Post Criteria. Click Batch Post ID: BATCH-95 Transaction Type: Bill User: AGADMIN	k the Post button to begin Batch Posting.
Post Recap Close Post Detail	
Select which Batch Post Type you want and then choose a Post Criteria. Click Batch Post ID: BATCH-95 Transaction Type: Bill	
Batch Post ID: BATCH-95 Transaction Type: Bill	
Transaction Type: Bill	
	▼
Lison AGADMIN	
User. Adability	×
Post Criteria Selection Criteria All Record ID By Transaction Date By Record ID To:	

Here are the steps on how to batch post transactions using the **Batch Posting** screen shown above:

- 1. Open Batch Posting screen by clicking **Batch Posting** from **Accounts Payable > Activities** menu.
- 2. By default, **Transaction Type** is set to **Bill**. Click on the combo box button and select different type if you are going to batch post different transaction types.
- 3. User Name by default is set to the user you are currently logged in. To change user, click on the combo box button and select different user from the combo box list.

If "Allow User to only Post Transactions they created" option from User Security is turned On for the User, changing of user is not allowed. See How to Set User to Only Post Transactions they Created in Users Screen



4. Set the Post Criteria.

Batch posting All Record ID a. If All Record ID is selected, all unposted journals under the selected type as long as it is balanced will be displayed on the Details tab.

Batch Posting			8
Post Recap	Close		
Post Detail			
🔍 Open 💡 Fi	ilter Records (F3)		
Bill Id	Vendor Id	Name	Total
BL-1	000000001	Sample Company	1450
BL-7	000000001	Sample Company	500
BL-8	000000002	Sample Vendor	250.5
BL-11	000000002	Sample Vendor	600
BL-12	000000001	Sample Company	560

Batch Posting by Transaction Date

- a. If By Transaction Date is selected, you have to enter From and To Date on Selection Criteria panel.
- b. Click on the combo box button and select From and To Date from the mini calendar screen or manually enter dates. In this scenario, all transactions within the selected date range will be displayed on the Details tab.

Post Criteria		Selection Cri	teria	
 All Record ID By Transaction I By Record ID 	Date	From: To:	04/15/2014 04/16/2014	•
Batch Posting				* – ×
Post Recap Clos				
🔍 Open 💡 Filter R	Records (F3)			
Bill Id	Vendor Id	Name		Total
🔲 BL-1	000000001	Sample Company		1450
🔲 BL-7	000000001	Sample Company		500
🔲 BL-8	000000002	Sample Vendor		250.5
Help Ready				

Batch Posting by Record ID

- a. If By Record ID is selected, you have to enter From and To Journal ID on Selection Criteria panel.
- b. Click on the combo box button to open the combo box where you can select unposted transactions from the list. In this scenario, all transactions within the selected Journal ID range will displayed in the **Details** tab.

Post Criteria	Selection Crite	teria	
 All Record ID By Transaction Date By Record ID 		BL-11 v BL-12 v	
Batch Posting			٩)
Post Recap Close			
Q Open 💡 Filter Records (F3)			
	Name	Total	
	Sample Vendor	600	
BL-12 000000001	Sample Company	560	
Help Ready			

5. On the Details tab, check the filtered transactions you want to batch post and click Post toolbar button.

Batch Posting			≈ □
7			
Post Recap	Close		
Post Detail			
🔍 Open 🍸 🖡	ilter Records (F3)		
Bill Id	Vendor Id	Name	Total
V BL-1	000000001	Sample Company	1450
☑ BL-7	000000001	Sample Company	500
🔽 BL-8	000000002	Sample Vendor	250.5
BL-11	000000002	Sample Vendor	600
BL-12	000000001	Sample Company	560

6. After batch posting has been completed, Batch Posting Details screen will open showing how many transactions were posted and how many fails.

Description	
Unable to find an open fiscal year period to match the transaction date.	
Unable to find an open fiscal year period to match the transaction date.	
Transaction successfully posted.	
Transaction successfully posted.	
	Unable to find an open fiscal year period to match the transaction date. Unable to find an open fiscal year period to match the transaction date. Transaction successfully posted.